



Gilpin County Sheriff's Office
Request For Proposal – RFP
Camera Project for Justice Center / Jail
Deadline: June 30, 2023

I. Introduction

Gilpin County Sheriff's Office is inviting proposals from qualified consulting firms to provide, install all equipment and perform all programming for a completely integrated security system, within unincorporated Gilpin County. Gilpin is located approximately 35 miles west of Denver. Gaming is the primary industry for Gilpin County and represents approximately 50% of the total revenues for the County.

II. Services Required

The qualified consulting firm is to provide all the necessary labor, research, and data required for the satisfactory completion of this camera project for the Justice Center / Jail, as described in this RFP.

Provide, install all equipment listed below per the specifications (Exhibit A) and perform all programming for a completely integrated security system. The video system shall interact in a seamless manner with the Jail Control System, by providing camera call-up functionality through use of the PLC/HMI and the new Avigilon CCTV System.

A spot monitor will be used the Camera Call-ups. When an intercom is activated, the nearest Camera to that intercom will automatically call-up to the spot monitor in order to provide dual authentication of the person at the intercom.

All equipment will be listed as part of this project is per part number from Avigilon. There are no substitutions. The awarded contractor will provide an approved parts list from Avigilon. See attachment A for the list.

Professional services and all documents prepared for the County by the Contractor shall conform to all applicable federal, state, and local laws, rules, regulations, ordinances, codes, and orders.

In performing the work, the Contractor shall use the degree of care and skill ordinarily exercised under similar circumstances by members of the same profession working in the Denver-Boulder metropolitan area. The Contractor represents to the County that the Contractor is, and its employees performing such work are, properly licensed and/or registered within the State of Colorado for the performance of the work (if licensure and/or registration if required by applicable law) and that the Contractor and its employees possess the skills, knowledge, and abilities to competently, timely, and professionally complete the work.

III. Submittal Requirement

This Request for Proposal (RFP) describes the requested scope of services and information to be included in each proposal. Failure to submit information to Gilpin County Sheriff's Office in

accordance with the requirements of this RFP and its procedures may be cause for disqualification. The proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Unclear, ambiguous statements such as “all reasonable effort to provide” must be avoided. Failure to address any of the requirements may be subject to rejection and/or misinterpretation. Inability to meet any specified requirements must be so stated and thoroughly explained.

Proposals are to be addressed to Greg Demo at gdemo@gilpincounty.org in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the Proposal Closing Date and Time set forth on the cover page of this RFP, at which time a representative of the County will publicly announce the names of those firms or individuals submitting proposals. No other public disclosure will be made if and until award of contract.

The RFP Submittal shall include the following:

1. Letter of Transmittal

The letter of transmittal must contain the following statements and information, and is not intended to be a summary of the proposal:

- Company name, address, and telephone number(s) of the firm submitting the proposal.
- Name, title, address, email address and telephone number of the contact person or persons, authorized to represent the company and to whom to direct correspondence.
- Taxpayer identification numbers of the company
- Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.
- Signature of the corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Gilpin County Sheriff’s Office.

2. General Vendor Information

Please provide the following:

- Length of time in business
- Years experience working in Justice Facilities conducting similar work
- References of history working in Justice Facilities
- Total number of clients
- Number of full-time personnel
- Location of office which would service this account

3. Technical Proposal

Provide a detailed technical and narrative response regarding the ability to provide the components as stated within the Scope of Work. The Evaluation Criteria listed in the Evaluation of Proposals section below provides additional information and the criteria that evaluators will use:

- a. Understanding the Proposal. Responses will include comprehensive information and narrative statements that illustrate proposer’s understanding of the requirements of the project and the project schedule.

- b. Methodology Used for the Proposal. Responses will include comprehensive information and narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.
- c. Management Plan for the Proposal. Responses will include comprehensive information and narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work.
- d. Experience and Qualifications. Responses will include a detailed explanation of your experience with similar projects and employees.
 - i. Provide a detailed narrative describing your firm's experience with a minimum of three (3) projects of similar size and scope in the past five (5) years.
 - ii. Provide a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will actually work on the contract
 - iii. Provide a minimum of three (3) current or former clients where work has been performed within the last five years who may be contacted with respect to your firm's reputation for high quality of work, responsibility and efficiency. Include the name, address and telephone number of the executive in each organization who can speak knowledgeably about the quality, timeliness and cost of your work.

- 4. Financial/Cost Proposal** - Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. Do not include costs in the technical proposal. Electronic copies of proposals will include separate files for financial and technical proposals. Separate discs or drives are not required.

Submit a detailed cost proposal including all costs and charges for the proposed services, including any licenses, maintenance, fees, training, implementation, and any other costs required. Estimate the hours and provide cost schedule detail for any service engagements necessary to meet the goals, if appropriate. Break down the cost proposal to indicate all costs. Anticipated project length and/or time frame for work must be included.

- The proposal must contain a fee schedule that includes hourly rates for the proposed consultant billing and services below.

<u>POSITION</u>	<u>Rate</u>
Principal	\$ _____
Senior Project Manager	\$ _____
Project Manager	\$ _____
Administrative Support	\$ _____

- Describe how your services are priced, and any specific pricing you are able to provide.
- Define any additional charges (e.g. travel expense)

IV. Evaluation Criteria and Process

A project committee will evaluate all proposals. Proposals shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make a selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, and not necessarily on the basis of lowest price. Individual interviews may be required for the top firms who have submitted the required information.

Evaluation Criteria	Weight
Cost	30%
Understanding of the project and/or services required	30%
Years in business / experience / history working with government	20%
Methodology / functionality / service or project plan	15%
Management plan / administration	5%
TOTAL	100%

Gilpin County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFP may result in disqualification of the proposal.

This request for proposal is not a competitive bid based on price only. The Request for Proposal allows Gilpin County to select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, price, and service capabilities and other factors relevant to the County's policies, programs, administrative resources, and budget.

This RFP has been published at the Rocky Mountain Bid Net System and on the County website, which may be accessed at the following links:

<https://www.bidnetdirect.com/colorado>

<https://gilpincounty.colorado.gov/news-notice/request-for-proposals-rfps>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System and on the County Website, and all proposers are responsible to periodically check both locations for relevant updates prior to the submittal of a proposal.

Written Inquiries – Interested applicants may make written inquiries concerning this RFP to obtain clarification of requirements or additional information. No inquiries will be accepted after the date and time of the Written Inquiry Deadline indicated in the Schedule of Activities. Send all inquiries via email, Camera Project for Justice Center / Jail in the subject line, to: Division Chief Greg Demo gdemo@gilpincounty.org.

V. Deadline for Submission of Proposals

One electronic submission must be received by Gilpin County prior to 12:00 p.m. (noon) on June 30, 2023. The submission must be labeled as “RFP Camera Project for Justice Center/Jail” in the 6 subject line and sent to this email address: gdemo@gilpincounty.org. Physical submissions will not be accepted.

Number of Copies: One (1) electronic copy via email

Schedule of Activities:

Activity	Date
RFP Issued	June 7, 2023
Mandatory Site Walk at 2960 Dory Hill Rd, Black Hawk	June 20, 2023 at 1PM
Written Question Deadline	June 21, 2023
Responses to Written Inquiries Published	June 25, 2023
Proposal Submission Deadline	June 30, 2023
Anticipated Award	July 7, 2023
Project Start	August 1, 2023

VI. Miscellaneous

Gilpin County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County’s sole judgment, best meets the requirements of the project.

The RFP creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why Gilpin County should not, upon written request, disclose such materials.

The County is not responsible for electronic submissions or communications not received, in any way associated with this RFP.

Contract

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose proposal(s) is/are the most advantageous and offer the best overall value to the County, taking into consideration price and other evaluation factors described in this RFP. If more than one contract is awarded, an effort will be made to award work in an equitable manner taking into consideration the following criteria for each project:

1. Specific area of focus / special requirements
2. Cost
3. Availability of the Contractor
4. Prior performance of the Contractor

The contract may be for a period of approximately five months to end December 31, 2023 and may be canceled at any time with 30 days advance written notice from either the County or a Contractor that is awarded a contract by the County.

The contract will require the firm selected to be contractually prohibited from working under contract or through association for the City of Central, County of Clear Creek, City of Idaho Springs or the City of Black Hawk.

Q&A

[Question]

- [Answer]

[Question]

- [Answer]

[Question]

- [Answer]

Exhibit A

Qualification:

- Contractor must have 5 years' experience working in Justice Facilities conducting similar scope of work as listed
- Contractor to provide references of history working in Justice Facilities
- Contractor must be certified and show experience integrating the following equipment and systems:
 - Omron PLC
 - Wonderware HMI
 - Avigilon ACM
- Contractor must have 2 Avigilon ACC certified technicians on current payroll
- Mandatory Site Walk. All prospective bidders must attend a mandatory site walk on at 2960 Dory Hill Road, Black Hawk, CO 80421 on June 20, 2023 at 1PM

Scope of work:

Provide, install all equipment listed below and perform all programming for a completely integrated security system. The video system shall interact in a seamless manner with the Jail Control System, by providing camera call-up functionality through use of the PLC/HMI and the new Avigilon CCTV System.

Camera call-up functionality:

A spot monitor will be used for the Camera Call-ups. When an intercom is activated the nearest Camera to that intercom will automatically call-up to the spot monitor in order to provide dual authentication of the person at the intercom.

Equipment (NO Substitutions):

All equipment listed below as part of this project is per part number from Avigilon. There are no substitutions. The awarded contractor will provide an approved parts list from Avigilon that includes the following:

Recording Server Appliance – Avigilon NVR5-PRM-128TB-S19-NA (No exceptions)

Workstations – Window based computers capable of 2 monitor walls and on call-up monitor.

Indoor/Outdoor Dome Camera – Avigilon 2.0C-H5A-D01

Add any equipment required for mounting the camera

PTZ Camera – Avigilon 8.0C-H5A-PTZ-DP36

Add any equipment required for mounting the camera

Corner Camera – Avigilon 3.0C-H5A-CR2-IR-SS

Add any equipment required for mounting the camera